



Indus Community Services (Indus)

JOB DESCRIPTION

Position Title: Administrative Assistant	Locations: 3038 Hurontario St., Mississauga
Position Overview: The incumbent will provide a range of high quality customer service to all visitors and clients and assist with administrative/clerical activities.	
Responsibilities and Duties: <i>(but not limited to)</i>	
<ul style="list-style-type: none"> ▪ Administrative: <ul style="list-style-type: none"> ▪ Provide general customer service over the phone and in person ▪ Handle routine queries (phone or in person), and route communications to appropriate staff at the agency or to other agencies according to their needs and requirements ▪ Assist staff with clerical duties such as filing, data entry, photocopying, faxing, incoming and outgoing mail, etc ▪ Perform clerical duties including typing memos, minutes, letters, reports etc. ▪ Assist with ad hoc projects when requested by other departments ▪ Fundraising: <ul style="list-style-type: none"> ▪ Research and develop initiatives in support of new and existing fundraising opportunities ▪ Assist with planning fundraising events, provide administrative and project related assistance in support of fundraising events and activities ▪ Prepare presentations, communications and resources needed for promotion of fundraising ideas ▪ Research companies for marketing/sponsorship possibilities ▪ Develop fundraising communications and marketing materials ▪ Assist and support the Community Outreach Coordinator and the Fundraising Coordinator with multiple tasks ▪ Complete all tasks and responsibilities within assigned timelines ▪ Become familiar with agency programs, services, practices and staff ▪ Adhere to the mission, guiding principles and values of the organization ▪ Maintain confidentiality of clients, staff and peers ▪ Represent Indus in a professional manner at all times ▪ Arrive on time and be committed to the agency and the agreed upon contract dates and times ▪ Assist with all other duties as assigned 	
Qualifications and Skills:	
<ul style="list-style-type: none"> ▪ Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2016/2017 academic year, returning to full time studies in the fall of 2017. <i>(proof will be required)</i> ▪ Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act ▪ Is legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations ▪ Preference will be given to students in administration, marketing, fundraising or communications related programs ▪ Convey a friendly and professional attitude with visitors in person or by telephone ▪ Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously ▪ Strong communication, excellent administrative, interpersonal, organizational, networking, marketing, and public relations skills while maintaining confidentiality ▪ Must have advanced good computer skills (MS Office) ▪ Must demonstrate flexibility and adaptability ▪ Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity ▪ Must commit to full contract duration – dates and time 	
Approved By: Gurpreet S. Malhotra, CEO	Date Approved: January 6, 2017
Employee	
Name:	Signature:
	Date: / /

Note: This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required job functions. Further, the job description is subject to change at the discretion of management.